

NATIONAL INSTITUTE FOR HEALTH AND CARE EXCELLENCE

Senior Management Team

Minutes of the meeting held on 14 March 2017

Present

Andrew Dillon	Chief Executive
Mark Baker	Director – Centre for Guidelines
Ben Bennett	Director – Business Planning and Resources
Carole Longson	Director – Centre for Health Technology Evaluation
Alexia Tonnel	Director – Evidence Resources

In attendance

David Coombs	Associate Director – Corporate Office (minutes)
Moya Alcock	Associate Director – Corporate Communications (Deputy Communications Director)
Paul Chrisp	Programme Director – Health and Social Care directorate (Deputy Health and Social Care Director)
Laura Delaney	Audience Insight Executive – Communications (item 6.2)

Apologies (item 1)

1. Apologies were received from Jane Gizbert and Gill Leng who were represented by Moya Alcock and Paul Chrisp.

Freedom of Information and publication scheme (item 2)

2. The final minutes will be made available on the NICE website subject to the redaction of any exempt material.

Notes of the previous meeting (item 3)

3. The minutes of the meeting held on 7 March 2017 were approved subject to a minor amendment to paragraph 17.

Matters arising (item 4)

4. The meeting reviewed the actions from the meeting held on 7 March 2017 and noted that all actions were complete or in hand.

March Board meeting (item 5)

5. SMT noted the agenda, papers, and arrangements for the Board meetings on 15 March.

Consultation on changes to the technology appraisal (TA) and highly specialised technologies (HST) programmes (item 6.1)

6. Andrew Dillon briefed SMT on the latest position with the proposed changes to the TA and HST programmes, noting that a paper on the introduction of the budget impact test and the fast track appraisal process has been circulated to Board members for consideration at tomorrow's Board meeting. He outlined the key aspects of the proposed Board paper on the changes to the HST programme, which pending final Government approval will be circulated to the Board later today.

7. SMT reviewed the proposed Board paper and agreed that the revised HST methods and process guide should be brought to the Board in April, rather than attached to this paper. This would provide the Board greater opportunity to consider the detailed changes outlined in the guide. Andrew asked Carole Longson to clarify the impact of the proposed QALY weighting on technologies that have already been assessed in the HST programme, as referenced in paragraph 22 of the report.

ACTION: CL

8. SMT discussed the proposed QALY weighting and noted the updated process and methods guide will contain further information on the approach for calculating the incremental weighting for technologies with a QALY gain between 10 and 30.

ACTION: CL

Understanding the top tasks and priorities of the users of the NICE website (item 6.2)

9. Moya Alcock presented the research report that provided an insight on the website tasks the users consider to be the most important. She highlighted the difference between the internal perception of top tasks and those identified by users. Moya noted that whilst NICE has undertaken much work to promote the presentation of guidance online, the third most popular task is to print, share or download guidance.
10. Andrew Dillon asked about the relationship between the popularity of a task and its visibility on the website. He queried whether the current visibility of a task could affect the reported priority. Laura stated that it is not possible to directly overlay the statistics on the website traffic to this report, as this study adopted a task based categorisation of pages, whilst usage stats are available for specific pages. Paul Chrisp asked whether there is feedback from users on any additional tasks they would like to undertake on the website. Moya and Laura noted that this research did not capture such feedback.
11. SMT noted the report and supported the broad principle of prioritising website development in light of the feedback. However, this should not be at the detriment of the visibility of corporate information, which whilst not featuring highly in this feedback, is important in ensuring transparency around NICE's work. Also, supporting resources about NICE's guidance, including the methods and process guides, and implementation support, should be clearly visible on the website. As should information on NICE's broader service offer, such as NICE Scientific Advice.

Proposed changes in the Business Planning and Resources directorate (item 6.3)

12. Ben Bennett presented the report that summarised the feedback in the recent consultation on proposed changes to the Business Planning and Resources directorate, and the proposed next steps. In light of the feedback received, it is proposed to proceed with the changes as outlined in the consultation paper. Ben asked SMT to support externally advertising the new Associate Director – Human Resources (HR) role in a specialist publication for HR professionals.

13. Ben highlighted that NICE has previously advised staff potentially at risk of redundancy that confidential advice on money matters is available through the Employee Assistance Programme (EAP). However, it has recently been identified that such advice is not available. Therefore he has agreed NICE will make a contribution towards affected staff seeking independent financial advice, if required.
14. In response to a question from Andrew Dillon, David Coombs confirmed only minor changes were made to the Governance Manager job descriptions in response to the consultation.
15. Andrew Dillon referred to the feedback in the consultation regarding the interim period between the current Associate Director – HR leaving NICE and the new full-time post-holder taking up the role. He asked Ben to explore the scope to minimise any such gap.

ACTION: BB

16. SMT approved the implementation of the proposals as outlined in the report, with the external advertisement of the new roles as necessary.

Strategy (item 7)

17. None.

Weekly staff SMT updates (item 8)

18. SMT agreed the staff updates.

ACTION: DC

Any other business (item 9)

19. Moya Alcock highlighted that NICE has tickets for NHS England's Expo event to allocate to staff. It was agreed that Moya would provide further information on the event to SMT members, who would then nominate the most appropriate staff to attend.

ACTION: MA / SMT

20. Alexia Tonnel outlined a request from the National Guideline Alliance (NGA) for NICE to provide funding to make available, by open access, an article produced by the NGA on its work on a recent NICE guideline. SMT agreed that given NICE did not request, or contribute to, the article, and that the article will likely be widely available after a six month embargo, such funding should not be provided. It was agreed that Alexia would produce a paper for SMT on wider issues associated with the open access of journal publications.

ACTION: AT